

**PERFORMANCE WORK STATEMENT (PWS)**  
**Instructional and Development Services for FAA Air Traffic International Courses**  
**FAA Academy Airports and International Training Division, AMA-800**

**SECTION 1 GENERAL**

- 1.1 Ordering Office: Federal Aviation Administration (FAA) Academy Airports and International Training Division, AMA-800
- 1.2 FAA Program Manager (PM): Tom Honeycutt, AMA-800, 405-954-6566
- 1.3 Period of Performance: April 26 – May 27, 2010
- 1.4 Scope of Work: The performance of this contract requires instructional services with remote pilot operators (RPOs) for the delivery of FAA Course 15503 Radar Approach Control Training (International). This class will be delivered at the FAA Academy in Oklahoma City, Oklahoma from April 27 – May 27, 2010 with instructor preparation days on April 26.

The performance of this task will be administered by the Airports and International Training Division, FAA Academy, located at the Mike Monroney Aeronautical Center in Oklahoma City. The Contractor shall receive technical guidance from and coordinate all proposed plans with the FAA PM.

Instructional services include the delivery one class of the following FAA Course:

- 15503 Radar Approach Control Training (International) – a twenty-three (23) day course for international air traffic controllers. Instructional services shall include classroom instruction and radar simulation training to accomplish the training outcomes listed in Section 6. Performance of this effort requires two (2) full-time instructors April 26 – May 27, 2010 plus three (3) RPOs May 10-26, 2010 for radar simulation.
- 1.5 The contractor shall administer, manage, and perform the efforts described in this PWS. Except as otherwise stated in this PWS, the contract shall be performed using facilities, equipment, and materials provided or arranged for by the government.
  - 1.6 Quality Assurance: The FAA Academy reserves the right to monitor all classroom and laboratory sessions to assure that all training outcomes and contract specifications are met.
  - 1.7 Security and Suitability Determinations: The Contracting Officer may require a security and/or suitability investigation of contract personnel at any time under this contract. When notified of this requirement, the contractor shall complete the required security forms furnished by the Contracting Officer.

## **SECTION 2 DEFINITION OF TERMS**

AITD: Airports and International Training Division, a division of the FAA Academy

Contracting Officer (CO): The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the Contracting Officer to a technical representative, the Contracting Officer is the only individual with the authority to direct the work of the Contractor.

Contracting Officer's Technical Representative (COTR): The authorized Government representative(s) acting within the limits of their delegated authority for management of specific projects or functional activities.

Course Materials: Instruction manuals and necessary supplies to conduct the activities outlined in the manual.

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FAA: Federal Aviation Administration, a component agency of the U .S. Department of Transportation

ICAO: International Civil Aviation Organization

Instructional Manuals: The student/instructor course book, which contains instructions and content for all classroom activities and exercises, including teaching aids and related learning materials.

MMAC: FAA Mike Monroney Aeronautical Center located in Oklahoma City, Oklahoma

Participant: Student

Program Manager (PM): FAA Point of Contact for management of the AITD Aviation Language Training Program.

Quality Assurance: Actions taken by the FAA to ensure compliance with the provisions of the Performance Work Statement.

Quality Control: Actions taken by the contractor to ensure compliance with the provisions of the Performance Work Statement.

Remote Pilot Operator: Pseudo-pilot who performs pilot radiotelephony operations using prepared scenarios for developing skills of air traffic controllers.

## **SECTION 3 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

3.1 The FAA will provide or arrange for an appropriately configured classroom facility, classroom equipment, supplies, and all radar simulation equipment necessary for course delivery to include:

3.1.1 Access to general office equipment, software, utilities, telephone and related services.

- 3.1.2 Classroom supplies (i.e. paper, pencils, pens, marking pens, flip charts, special activity supplies, and white board), binders for course materials, and other items considered reasonably necessary.
- 3.1.3 Classroom configured to allow adequate workspace for participants.
- 3.2 Course materials: The FAA shall arrange to have the course materials, including instructor and participant manuals and tests, reproduced and available at the training location.
- 3.3 Suitably equipped space for instruction and simulation training.
- 3.4 Certificates of completion for each participant to be presented at a completion ceremony.

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#### **SECTION 4 CONTRACT FURNISHED PERSONNEL AND PROPERTY**

- 4.1 The contractor shall furnish all administrative, managerial, supervisory, instructor, and scenario development personnel, and remote pilot operators necessary to perform the contract.
- 4.2 Instructor Qualifications: Contract employees serving as instructors under this contract shall have the following qualifications:
  - 4.2.1 Documented training and experience as an FAA Air Traffic Controller with knowledge of current practices and procedures
  - 4.2.2 Experience teaching Radar Approach Control including vectoring, speed control, approach clearances, and emergency situations
  - 4.2.3 Knowledge of and experience teaching both International Civil Aviation Organization (ICAO) procedures and phraseology and FAA techniques
  - 4.2.4 Experience teaching from computer-generated, high-fidelity lab scenarios
  - 4.2.5 Experience teaching international participants
- 4.3 Remote Pilot Operator Qualifications: Contract employees serving as Remote Pilot Operators under this contract shall have the following qualifications:
  - 4.3.1 RPO experience including knowledge of procedures and common keyboard entries for the remote pilot position, pilot phraseology and responses, phonetics and international call signs
  - 4.3.2 Experience using computer-generated, high-fidelity lab scenarios

4.3.3 Preferred: experience working with international participants

## SECTION 5 RIGHT OF CANCELLATION

- 5.1 The FAA reserves the right to cancel the class included in this PWS. Notification of cancellation shall be provided to the Contractor at a minimum of two (2) weeks prior to the proposed class start date. A reasonable cancellation fee may be paid by the FAA as agreed between the two parties.

## SECTION 6 PERFORMANCE REQUIREMENTS

- 6.1 Instructional services: Instructors shall provide classroom instruction and simulation training to international participants using FAA course materials and equipment to meet the course objectives listed in Section 6.2 and 6.3.

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In addition, instructors shall provide to the Program Manager two (2) written simulation evaluations for each participant using FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report, by the last day of the class.

Remote Pilot Operator services: Remote Pilot Operators shall use scenarios resident in computer simulation software to perform pilot and controller functions for the purpose of interacting with course participants during simulation training.

- 6.2 Objectives for FAA Course 15503: At the conclusion of the course, participants will be able to:

- Identify components, features, terms, functions, advantages and disadvantages of primary and secondary radar systems, and primary and secondary radar phenomena.
- Identify selected radar tracking terms and standards. List the components and functions of automated radar tracking systems. List the characteristics of digitized and composite radar presentations.
- Recognize the functions of transponder codes and modes. Identify discrete and non-discrete transponder code assignment features and phraseology.
- Identify and apply in simulation radar identification and mode C terms and standards, verification procedures and phraseology; identify terms, requirements, restrictions and procedures for transferring radar identity.
- Identify and apply in simulation radar separation standards, requirements and procedures, wake turbulence standards, and tolerances of Mode C during different phases of flight.
- Identify and apply in simulation phraseology and procedures for vectoring, speed control and departures.
- Identify and apply in simulation arrival/approach services, procedures, requirements and phraseology.
- State emergency conditions, categories and codes; emergency assistance procedures; identify procedures for handling radar failure. State flight information service

phraseology and identify the requirements and procedures for providing radar flight information services.

## **SECTION 7 DELIVERABLES**

- 7.1 Instruction of Courses: The contractor shall deliver FAA Course 15503 using FAA course materials, ICAO documents, and simulation software and equipment at the FAA Academy or at a training facility in an international location, during the scheduled performance period and for the specified number of hours to meet the FAA course objectives. Course delivery includes formal classroom instruction and radar simulation training. The contractor shall deliver the evaluation reports specified in Section 6.1.
- 7.2 FAA Academy Evaluation: The contract instructor shall provide time for and facilitate the administration of the FAA Academy end-of-course evaluation by each participant on the last day of class. The evaluations will normally be conducted via computer. When computers are not available, forms shall be distributed and collected following completion and forwarded to the AITD manager.
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## **SECTION 8 ACCEPTANCE**

The contract performance will be considered acceptable by the Government when the courses are successfully delivered to meet the objectives and/or the consultation tasks are completed IAW FAA PM specifications.

Acceptable invoices must be submitted identifying contract number, dates of service, and deliverables as designated in the Contract, IAW with the designated Contract line items. The Contractor may invoice at completion of each course.